

SECRET

PERSONNEL
2 March 1954

b. STANDARD FORM 52, FORM 38-1, AND MEMORANDUM REPORTS

Certain changes require action and recording in the Office of Personnel. In addition to submission of Form No. 37-6 to the Machine Records Division, Office of the Comptroller, the following changes will be reported to the Office of Personnel as indicated:

(1) Change of Name

Report on Standard Form 52, Request for Personnel Action, in accordance

25X1A

(2) Change of Marital Status

Report on Form No. 38-1, Personal History Statement, prepared in duplicate. Appropriate portions of the following sections should be completed: 1A, 3, 4, 8, 9, 10, 11, 26, and 28.

(3) Change of Emergency Addressee

Change in designation or address of the person to be notified in case of emergency should be reported by memorandum signed by the employee and forwarded to the Office of Personnel through appropriate administrative channels.

6. PERSONNEL REPORTS

a. SECURITY CONSIDERATIONS

The following general principles will be applied to ensure control consistent with current security requirements pertaining to the use and dissemination of personnel information within the Agency.

- (1) Statistical data reported in the Monthly Personnel Statistical Reviews, paragraph b below, will be limited to the status and disposition of staff employees, staff agents, military personnel, civilian personnel on formal detail, and appointed consultants. Contractual personnel (United States citizens and foreign indigenous personnel) will not be included.
- (2) Statistical data concerning contractual personnel (United States citizens and foreign indigenous personnel) will be reported only to officials specifically authorized to receive such information.
- (3) Staff agents and contractual personnel will not be included in any general name listing of personnel. Special name listings including either of these categories will be handled as special reports and will be disseminated only to officials specifically authorized to receive such information.
- (4) As a general rule, requests for data pertaining to personnel not under the jurisdiction of the requesting official require the approval of the Chief of the Major Component who has jurisdiction over the personnel concerned.

b. MONTHLY PERSONNEL STATISTICAL REVIEW (MPSR)

The Office of Personnel will prepare Monthly Personnel Statistical Reviews containing appropriate statistical tables, graphs, and analyses. These reports will be distributed as follows:

- (1) The Monthly Personnel Statistical Review reporting overall Agency figures will be distributed only to the Deputy Director (Administration) and such other officials as are specifically designated by the Assistant Director for Personnel to receive the Agency report.
- (2) Monthly Personnel Statistical Reviews containing data concerning each Major Component will be distributed to the Chief of the Major Component concerned.
- (3) Monthly Personnel Statistical Reviews will be prepared for distribution on or about the 20th day of the month following the end of the month covered by the report.

PERSONNEL
2 March 1954

- (4) An annual summary of the Monthly Personnel Statistical Reviews reporting overall Agency figures will be prepared by the Office of Personnel for distribution as approved by the Assistant Director for Personnel.

c. SPECIAL REPORTS

Special reports may be requested on data not covered in regular reports or as special requirements necessitate. Requests for such special reports will be submitted for approval of the Assistant Director for Personnel in accordance with the following:

- (1) Requests for special reports, where the data required pertains only to personnel within the requesting component, may be submitted directly to the Assistant Director for Personnel by the Operating Official.
- (2) Requests for special reports which concern personnel in two or more components of a Major Component must be submitted to the Chief of the Major Component concerned for prior approval.
- (3) Requests for special reports where the data required pertains to personnel in a Major Component other than the requesting component must be submitted to the Chief of the Major Component requesting the report and forwarded for the concurrence of the Chief of any other Major Component concerned.

Approved machine record reports will be transmitted to the requesting component through the Assistant Director for Personnel. Such reports will be supplemented as appropriate with data from other official personnel records.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: AB